

## User Seat Acceptance Checklist

### **BEFORE CUTOVER:**

- ☐ Read the Ready/Set/Go documentation.
- ☐ Move data to MIGDATA folder per Ready/Set/Go documentation.
- ☐ Attend NMCI training.
- ☐ Obtain PKI card **IF** you are going to get a laptop
- ☐ Get copy of seat order (CLINS) from your CTR/ACTR.
- ☐ Get a copy of the Legacy Applications submitted (for your seat) from the CTR/ACTR.

### **BEFORE YOU SIGN FOR YOUR NMCI MACHINE:**

1. Verify items you should have (ask the NMCI installer to show you):
  - ☐ Verify that each CLIN is present (i.e. memory size, CPU speed, peripherals such as CD-ROM) on NMCI workstation.
2. Start Up:
  - ☐ Verify that NMCI workstation boots with out error.
  - ☐ Test each peripheral works (non network items) (i.e. CD-ROM etc.).
  - ☐ Test network printer services.
  - ☐ Test access to home drive (i.e. H: drive) and network drives.
3. Check Folders and Files:
  - ☐ List Legacy icons and compare with NMCI icons.
  - ☐ Test Legacy apps present either on NMCI machine or Quarantine machine.
  - ☐ Review drive mapping for applications.
4. Review your data from your legacy machine:
  - ☐ Insure that your data is transferred to your C: drive MIGDATA file / Orphan files.
  - ☐ Move MIGDATA / Orphan files to H: drive.
5. Windows 2000 Applications:
  - ☐ Test Microsoft Office applications
  - ☐ Test Outlook by sending and receiving mail.
  - ☐ Check availability of non-NMCI address in Global Address List (GAL).
  - ☐ Check for all public and private folders.
  - ☐ Check calendar, personal contact list and address books
  - ☐ Test I. Explorer and Netscape Navigator check for your favorites and bookmarks.
  - ☐ Send notification to all of your contacts that your email address changed.
6. Just RAS (notebook) users only:
  - ☐ Verify that notebook can log into RAS account.
  - ☐ Verify email connection.
  - ☐ Verify Internet connection and websites.

Ready, Set, Go guide is available at <http://eds.com/nmci/transition.htm>

Review ordered CLINS and legacy applications (from the User to Application Mapping) with your site's Customer Technical Representative (CTR) or Assistant Customer Technical Representative (ACTR) prior to rollover. (The sooner the better).

Public Key Infrastructure (PKI) and Remote Access Server (RAS) is used on laptops to access your accounts while on TAD